Position Summary

This position is responsible for research and analysis of complex law enforcement data; identification and interpretation of criminal activity, patterns, and trends; forecasting staffing and deployment needs; recommending improvements in program operations; processing information requests using manual and automated indexes, in-house files, and resource persons; and utilizing personal initiative, logic, and creativity to develop effective, user oriented, and analytical information services and products.

Immediate Supervisor   Crime Analysis Supervisor

Position Accountabilities

- Collects and organizes criminal information from all available sources, including the Uniform Crime Reporting system, field interviews, intelligence information, other agencies, media, review of crime reports and supplements, informational surveys, and retrieval of crime information stored in case and assigned data files.
- Maintains a pin map (or computerized equivalent) plotting Part I crimes and other offenses or incidents as may be requested by competent authority.
- Provides administrative, demographic, geographic, intelligence, operational, statistical and tactical analysis of data, including criminal information, traffic accidents, and arrests.
- Identifies modus operandi and assists in locating possible suspects for crimes whether or not in custody.
- Monitors local, regional, and national trends; identifies significant crime patterns; makes comparisons with previous time periods, other jurisdictions, and national averages for use in developing tactics, strategies, and long-range plans; and informs chain of command of unusual crime trends.
- Processes routine and special requests from departmental and City personnel, other agencies, the media, and citizens, providing correspondence and statistical summaries and reports relating to crime analysis.
- Coordinates information processing and analytical activities with other staff members to accomplish specific work assignments, refine procedures of crime analysis, and produce useful information products.
- Constructs pictorial and graphic representations of incident data; prepares and presents reports, summaries, charts, graphs, tables, and other methods of relating comparative information or supporting documentation for presentation of statistics.
- Provides regular reports of operational activities for departmental use and State, Federal and accreditation requirements.
- Reviews and comments on reports, memoranda, general orders, standard operating procedures, and similar materials pertaining to crime analysis.
- Participates in special projects, staff studies, or programs as assigned; and provides technical assistance for special project.

- Read periodical literature, monitors Federal Register and similar sources to keep abreast of proposed changes in Federal, State, and local laws and regulations affecting crime analysis; attends necessary schools, seminars, or in-service training to update knowledge in the area of crime analysis.
- Meets and exchanges information with representatives of professional associations, other agencies, and comparable departments in other jurisdictions regarding crime analysis.
- Performs other related duties as assigned or requested.

Position Qualifications

Minimum Education: Bachelor's Degree from an accredited four-year college or university. Major course work in Business Administration, Statistics, Criminal Justice, Computer Science, Sociology, Political Science and Economics is preferred.

Minimum Experience: Three years in information processing systems, program evaluation, program analysis, or policy development including statistics, and analytical research, preferably in crime analysis; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

Special Requirements: Valid North Carolina Class "C" Driver's License.

Knowledge:

- Law enforcement agency operations.
- Municipal government programs and services.
- Criminal justice system architecture and operation.
- Uniform Crime Reporting procedures and requirements.
- Statistical analysis approaches and models.
- Composition and structure of crime data.
- Research and design methodologies.

Skills:

- Input data into a Records Management System. Preferred RMS experience includes OSSI.
- Extract data from various information sources: Preferred experience includes Crystal Reports.
- Mapping of crime data: Preferred experience includes ESRI ArcView 9.x and CrimeStat III.
- Desired experience with other computer software includes Microsoft Excel, Microsoft Access, CrimeView, ATAC, i2 Analyst's Notebook, SQL, and Microsoft Reporting Services.

Abilities:

- Research, prepare, and present reports.
- Organize, comprehend, and coordinate complex masses of data.
- Communicate clearly and effectively, both orally and in writing.
- Think independently and handle many projects at the same time.
- Handle highly confidential and sensitive information with discretion and good judgment.
- Analyze problems from broad and divergent perspectives and make analytical judgments.
- Establish and maintain effective working relationships with citizens, law enforcement officers and departmental administrative and technical staff.

* To view application instructions go to job listing website: **http://ww2.durhamnc.gov/employment/**

Individuals selected for conditional offers of employment must pass the City of Durham physical examination including drug and alcohol testing. A driver's history check is conducted for applicants applying for jobs requiring a valid North Carolina Driver's License and/or CDL. "This Agency Seeks Diversity in the Workplace".

The City of Durham is an Equal Opportunity/Affirmative Action Employer.